

The Town of Cheektowaga is seeking applicants for the position of Secretary of the Cheektowaga Traffic Safety Commission

Ideal candidates include transportation engineers, transportation planners, NYS DOT or police officers to be a part of the. **Transportation experience is Mandatory.**

Desired qualifications include:

- A working knowledge of the MUTCD (Manual on Uniform Traffic Control Devices).
- A working knowledge of the Town Code and be able to apply to practical situations.
- General computer use skills, relating to word documents and emailing.
- Access to and regularly use/check email.
- The ability to conduct public meetings and communicate effectively with the forum and board members accordingly.
- Ability to attend monthly meetings.
- Accountable for maintaining and distributing meeting minutes.
- Ability to report any project recommendations to the Town Planner.

The incumbent receives \$184.16 per meeting.

Please send a resume detailing knowledge and experience related to the Desired Qualifications to:

Karen Marchese
Coordinator of Employee Relations
Cheektowaga Town Hall
3301 Broadway
Cheektowaga NY 14227

Applications must be received by January 31, 2018.